

North Carolina Cost Share Programs Review Summary
(December 2018)

County	<u>Rutherford</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Brandon Higgins, Missy York</u>	Date	<u>12/20/2018</u>
NRCS Staff Name(s)	<u>Mike Sigmon</u>		
Division Representative(s)	<u>Lisa Fine, Davis Ferguson</u>		
Additional Participants	<u>Shannon Buckley</u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board has set the first Thursday of the month at 3:30 p.m. as the date/time for their monthly meetings. Changes are made as needed and meet Open Meetings Law.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Meeting information is posted on the bulletin board in the lobby and an email is sent out to a district contact list		X			

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					as well. Yes, it adheres to Open Meetings Law.					
Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Applicants come in asking for help or they call. The district has a lot of applicants. Brandon schedules a site visit after application is taken to determine if what the farmers want is needed and feasible.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, the majority of their time is spent on non-cost share assistance. There is a lot of residential TA. Some of the TA turns into EQIP contracts. The district does the planning but most of it is not turned into cost share.		X			
What type of technical assistance is provided without cost share funds?				X	Recommend seeding rates, offer solutions for erosion/sediment issues.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, if this occurs the RFP is brought up at the next board meeting and the RFP is noted has having prior approval outside of the last meeting.		X			


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Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The only incentive the district participates in is the prescribed grazing. Staff pulls folders from previous contracts. Brandon has a list of contracts on a flash drive.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	District uses contracts, list of operators, FSA, fed tax id#s to keep track of operations.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Application is filled out, approved by the board, Brandon goes out to conduct site visit, comes back to develop conservation plan/contract. Ranking occurs after first site visit.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Brandon lets the cooperator know that he has to call them with final approval to begin work. He schedules a meeting with the farmer to go over things in person.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Brandon calls the farmer when he receives division approval for work to begin.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisors are treated the same as other applicants. No points given and none taken away for being a supervisor.		X			


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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Brandon brings all contracts to the board meetings for them to review. They are not projected.		X			
What information do you provide the applicant?				X	All contract forms, standards, maps, conservation plan, and job sheets are given to the applicant.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	It depends on the BMP. For engineering practices Brandon is on site for entire installation. Otherwise it depends on landowner/contractor competence as to how long district staff are on site.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The district tracks using CS2. Every year while doing strategy plans, they check to see who hasn't completed the work.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Brandon doesn't remember having any of these.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The staff uses 6 notes and writes on the contract. They write over the BMP and include inspection date.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, it's documented in the 6 notes and on the contract.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes, they only have one in this category.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	The district has not had any of these. They would notify Mike the NRCS Team Leader or Jake if it's engineering.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	The district calls but also sends a letter.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	If found during spot checks, they go over it at a board meeting or if found outside of spot checks it is brought up at the next meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, and it is kept in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	They repaired the BMP.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, during the spot check report.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county gets all the funds. The district tracks it. County gets outside CPA firm to audit. Last audit 11/30/2018. I reviewed those forms.		X			


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Who in the office does work for Cost Share Programs?				X	Brandon and NRCS		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, reviewed JAA for Brandon. The paper copies reviewed were not the same as what is in the database but that has recently been updated.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 81-2009-038 Applicant Name: Dewalt Koone BMP: pasture renovation				X	No concerns with the contract file. No concerns with BMP.		X			

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Contract Number: 81-2013-505 Applicant Name: Rutherford County property BMP: cisterns				X	No concerns with the contract file. No concerns with BMP.		X			

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Contract Number: 81-2013-893 Applicant Name: Clyde Robbins BMP: livestock feeding area				X	No concerns with the contract file. No concerns with BMP.		X			

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Contract Number: 81-2015-600 Applicant Name: Tim Bovender BMP: ag pond				X	No concerns with the contract file. No concerns with the BMP.		X			

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Contract Number: 81-2015-903 Applicant Name: James Davis BMP: ag road repair/stabilization				X	No concerns with the contract file. No concerns with the BMP.		X			

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Contract Number: 81-2018-917 Applicant Name: J. Andrew Moss BMP: cropland conversion to grass					X	No concerns with the contract file. No concerns with BMP.		X			

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